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Before proceeding, please print the job description for reference when completing an online application for this position. For example, you will need to refer to the Ranking Factors when responding to your competencies on the application.

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Job Title: Logistical Supt Serv Pgm Mgr

Location: 3201 OAK HILL DR

Reference: 1632

Pay Plan, Series & Grade: MS-1601-14

General Job Information

Salary Range: \$75,730 - \$98,198 per annum

Closing Date: Open Until Filled

First Screening Date: August 3, 2005

Tour of Duty: Flexible Hours

Area of Consideration: Open to the General Public

Promotion Potential: None

Number of Vacancies: One (1)

Agency: Department of Youth Rehabilitation Services

Duration of Appointment: Management Supervisory Services "At Will"

Collective Bargaining Unit (Non-Union): This position is not in a collective bargaining unit.

Opening date: July 20, 2005

Duties

Brief Description of Duties: This position is located in the Department of Youth Rehabilitation Services. The incumbent is responsible for directing the day-to-day operations of the Logistical Support Services Division with executive management level responsibility for development, implementation, supervision and enforcement of all agency regulations and operational policies related to logistical support. The incumbent plans, develops and directs the administrative program areas of the Facilities Management, Warehouse, Fleet Management, Transportation Services and perimeter Security.

Specialized Experience: Experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, at least one (1) year of specialized experience must have been equivalent to at least the next lower grade level in the normal line of progression for the occupation in the organization.

Qualifications

Time-in-Grade Restrictions: Time in grade restrictions must be met by the closing date of this vacancy announcement.

Submission of Ranking Factors: The following ranking factors will be used in the evaluation process. All applicants **MUST** respond to the ranking factors. Please respond specifically to the ranking factor(s) by either typing directly into the free form area provided or by pasting from a text document. Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you are applying. You may refer to any experience, education, training, awards, outside activities, etc. that include the degree to which you possess the job related knowledge, skills and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS MAY ELIMINATE YOU FROM CONSIDERATION.**

Ranking Factor #1: Knowledge of District of Columbia and federal rules and regulations, policies/procedures, laws and codes relating to facilities and transportation management, warehousing, and security.

Ranking Factors

Ranking Factor #2: Ability to establish, monitor and evaluate goals for program areas that are in conjunction with program goals for the Department and to develop appropriately structured services with clearly delineated tasks, responsibilities, reporting requirements and time frames.

Ranking Factor #3: Ability to develop quantitative performance measures, utilizing industry best practices to provide maximum efficiency and effectiveness.

Ranking Factor #4: Ability to effectively communicate orally and in writing to diverse audiences.

Conditions of Employment

Other Significant Factors (At-Will): At-will employment applies to the Management Supervisory Service (MSS). All positions and appointments in the MSS serve at the pleasure of the appointing authority and may be terminated at any time with or without cause.

Priority Consideration

Displaced Employee Priority Placement: Eligibles for the District of Columbia's Displaced Employee Program (DEP) and Agency Reemployment Priority Placement Program (ARPP) will be given priority consideration for this position if found qualified.

Residency Requirement

Residency Preference Amendment Act of 1998: An applicant for a position in the Career Service or for an attorney position (DS-905) in the Excepted Service who is a bona fide resident of the District of Columbia AT THE TIME OF APPLICATION, may claim a hiring preference over a non-resident applicant. To be granted preference, an applicant must: (1) be qualified for the position; and (2) claim preference at the time of application. Except for employees entitled by law to preference, preference will not be granted unless the claim is made at the time of application.

Veterans Preference: Applicants claiming veterans preference must submit official proof at the time of application.

Salary Reduction of Reemployed Annuitants: An individual selected for employment in the District Government on or after January 1, 1980, who is receiving an annuity under the District Government civilian retirement system, shall have his or her pay reduced by the amount of annuity allocable to the period of employment.

Drug-Free Workplace: Pursuant to the requirements of the Drug-Free Workplace Act of 1988, the individual selected to fill this position will, as a condition of employment, be required to notify his/her immediate supervisor, in writing, not later than five (5) days after conviction of or a plea of guilty to a violation of any criminal drug statute occurring in the workplace.

Information to Applicants

Other Information: This position may be subject to criminal background and/or traffic record checks as well as random drug and alcohol testing pursuant to DC Act 15-630.

Where to Apply: D.C. Office of Personnel, Reeves Center Personnel Office, 2000 - 14th Street, N.W., Fourth Floor, Washington, D.C. 20009

Contact Information: Ms. Lurendy Armstrong – (202) 671-1311

How to Apply

Disposition of Resume: Resumes received outside the area of consideration and/or after the closing date will not be given consideration. You must resubmit your resume to receive consideration for any subsequent advertised position vacancies.

Job Offers: Official job offers are made by the D. C. Office of Personnel only.

EEO Statement: The District of Columbia Government is an Equal Opportunity Employer.

Equal Opportunity Employer: All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap, or political affiliation.

Closing Statement

Notice of Non-Discrimination: In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code, Section 2-1401.01 et. seq., (Act) the District of Columbia does not discriminate on the basis of actual or perceived race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, source of income, or place of residence or business. Sexual harassment is a form of sex discrimination which is also prohibited by the Act. In addition, harassment based on any of the above protected categories is prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

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